

VACANT POSITION
DEPARTMENT: COMMUNITY DEVELOPMENT
OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, HR Office
CLOSING DATE: Position will remain open until filled

Job Title: Senior Planner (Position #1311)
Salary: Pay Grade 17; Hiring Rate based on \$62,836
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: 8:00 am – 5:00 pm, M-F; overtime as required
This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in urban/regional planning, public administration, or related field with 3 years of planning or grant administration experience. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered. Must possess, or have the ability, to obtain a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, performs various administrative and professional planning duties. Supervises all current and long-range County planning. Assists with business registration and alcohol license activities of the County, as well as record keeping for County building inspection program. Serves as technical advisor to the Planning Commission and Board of Appeals. Reports to the Community Development Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines such as calculator, typewriter, computer, printer, facsimile, telephone, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Responsible for primary administration of the Spalding County Zoning Ordinance and relevant comprehensive planning initiatives.

Coordinates various grants for the Department, including (but not limited to) Community Services Block Grant (CSBG) and Community Development Block Grant (CDBG).

Assists the Planning Commission in developing and maintaining a comprehensive plan and unified development regulations.

Supervises and evaluates assigned staff, handles employee concerns and problems, directs work; and counsel's employees as the need may arise.

Administers necessary office procedures, policies, forms, and applications.

Reviews preliminary plats, construction plans, and final plats for conformity with development ordinances.

Reviews zoning applications, variances, and special exception requests; creates staff reports to the Planning Commission, Board of Appeals, and Board of Commissioners regarding same.

Attends staff meetings, workshops, and conferences to assist various County officials. Attends and participates in public hearings to discuss, develop, and explain plans and recommendations to citizens. Such meetings may be outside normal office hours.

Responds to various questions from citizens regarding planning services and grant programs.

Assembles and analyzes complex data related to planning, land use, and urban services delivery.

Coordinates County planning activities with similar activities undertaken by regional, state, and federal agencies. Serves on related task forces and panels.

ADDITIONAL JOB FUNCTIONS

Performs site inspections prior to and during the development stage.

Assists surveyors, engineers, developers, and other citizens with development-related questions.

Performs other duties as required.

July 29, 2024

AD1311B